

## ***Proper Use of Government Purchase Cards and Travel Cards***

Employees are reminded of their responsibilities for the proper use of Government purchase cards and travel cards. Improper use can result in disciplinary action. Key guidelines are as follows:

### Government Travel Cards – OR Contact Emily Guffey 576-9513 [guffeye@oro.doe.gov](mailto:guffeye@oro.doe.gov)

- ⤴ Employees are required to use Government charge cards for payment of all official travel expenses.
- ⤴ Employees are obligated to pay their travel card bill on time.
- ⤴ The Government card may be used **only** for official travel related expenses.
- ⤴ Appropriate disciplinary action may result from improper use of the Government charge card
- ⤴ Employees are to treat their Government charge card as any other personal card, and handle disputes, issues, and questions directly with the card vendor.
- ⤴ The HQ Travel Team manages the Department's travel charge cards and is available to assist in establishing new cards, raising/lowering limits, resolving billing discrepancies, etc. They may be reached at [accounting.customer@hq.doe.gov](mailto:accounting.customer@hq.doe.gov), or by calling (301) 903-2500 option 4, option 3.

### Government Purchase Cards – OR Contact Carol Jennings 576-0644 [jenningscs@oro.doe.gov](mailto:jenningscs@oro.doe.gov)

- ⤴ Use of the Government purchase card is prohibited for purchasing the following: cash advances; rental or lease of land, buildings, or vehicles; individual travel expenses (including transportation of any kind); caterers, restaurants; software requiring a negotiated license; entertainment, amusement, and recreational services; membership to any organization; third party vendors, i.e. PayPal/MyPay.
- ⤴ Purchases made on line should only be made via secure websites. If possible, the purchase card number should be called in to the vendor rather than typing it on-line.
- ⤴ Split purchases are illegal. Purchase card holders must ensure their purchases do not give the appearance a split purchase has occurred. Split purchases occur when a cardholder intentionally splits one requirement so as to remain under the micro-purchase threshold of \$3,000 (the maximum purchase limit for most cardholders).
- ⤴ Cardholders must secure their purchase card numbers, being careful not to e-mail or fax their purchase card numbers to any vendor where the number can be easily copied.
- ⤴ Purchase of sensitive and pilferable property such as electronics, computers, faxes, cameras, printers, copiers, peripherals/accessories, etc., must be approved by the Information Resources Management Division prior to purchase.
- ⤴ Approving Officials must authorize purchases prior to purchase and the monthly statements must be signed by Approving Officials.
- ⤴ Any suspicious or fraudulent activities should be reported to the OR contact or to the bank's fraud department immediately.